



# Real-Time Job Demand: January/February 2015



## Economic Growth Region 9

Bartholomew, Dearborn, Decatur, Franklin, Jackson, Jefferson, Jennings, Ohio, Ripley and Switzerland Counties

## Spotlight on Frequent Job Openings in Professional and Business Services for EGR 9

Occupation Title	Other Common Job Titles	Job Description	Entry Level Wage	Experienced Wage	Minimum Education Required
<b>Accountants and Auditors</b>	Accountant, Accounting Manager, Accounting Officer, Accounting Supervisor, Business Analyst, Certified Public Accountant	Examine, analyze, and interpret accounting records to prepare financial statements, give advice, or audit and evaluate statements prepared by others. Install or advise on systems of recording costs or other financial and budgetary data.	\$36,081	\$63,147	Bachelor's degree
<b>Executive Secretaries and Administrative Assistants</b>	Administrative Aide, Administrative Assistant, Administrative Associate, Administrative Coordinator, Administrative Secretary, Executive Administrative Assistant, Executive Assistant	Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings.	\$30,636	\$47,608	High school diploma
<b>Industrial Engineers</b>	Industrial Engineer, Process Engineer, Engineer, Operations Engineer, Engineering Manager, Manufacturing Specialist, Plant Engineer, Supply Chain Engineer, Tool Engineer, Production Engineer	Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination.	\$51,572	\$83,112	Bachelor's degree

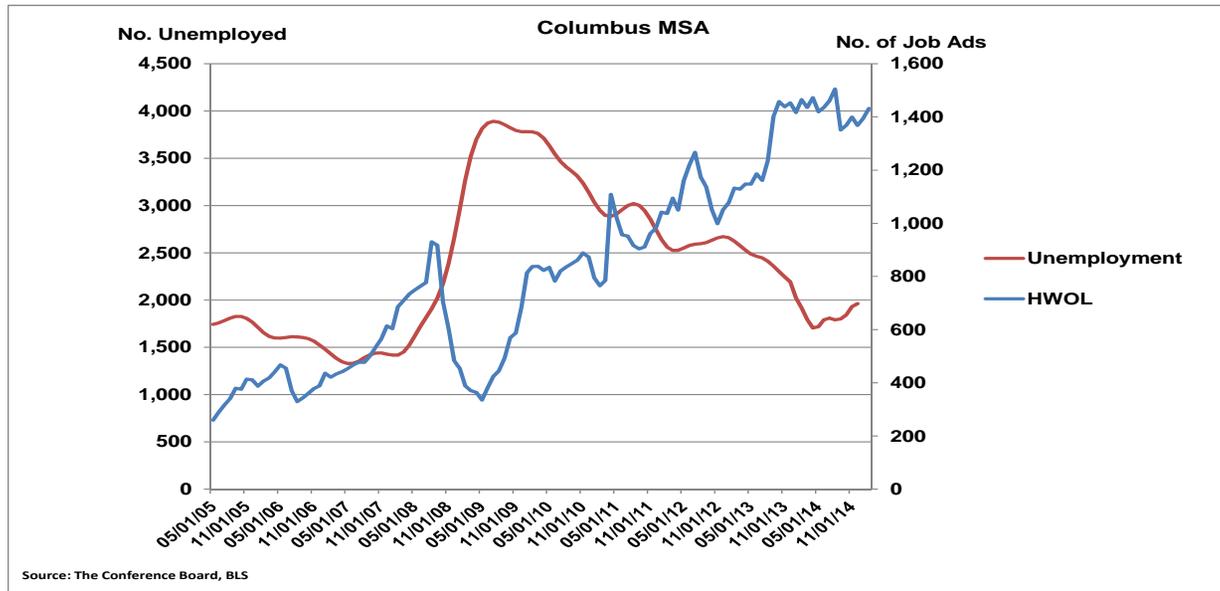
Occupation Title	Other Common Job Titles	Job Description	Entry Level Wage	Experienced Wage	Minimum Education Required
<b>Secretaries and Administrative Assistants, Except Legal, Medical, and Executive</b>	Administrative Assistant, Administrative Associate, Administrative Secretary, Administrative Specialist, Administrative Technician, Clerk Typist	Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.	\$20,174	\$33,504	High school diploma
<b>Bookkeeping, Accounting, and Auditing Clerks</b>	Demonstrator, Product Demonstrator, Merchandiser, In Store Demonstrator, Event Specialist, Field Merchandiser, Food Demonstrator, Product Ambassador	Demonstrate merchandise and answer questions for the purpose of creating public interest in buying the product. May sell demonstrated merchandise.	\$19,361	\$42,092	High school diploma
<b>Customer Service Representatives</b>	Account Manager, Account Representative, Call Center Representative, Client Services Representative, Customer Care Representative (CCR), Customer Service Agent, Customer Service Specialist	Interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints.	\$20,425	\$39,840	High school diploma
<b>First-Line Supervisors of Production and Operating Workers</b>	Production Supervisor, Manufacturing Supervisor, Team Leader, Shift Supervisor, Production Manager, Supervisor, Assembly Supervisor, Plant Manager, Department Manager, Molding Supervisor	Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators.	\$36,862	\$54,507	High school diploma

Occupation Title	Other Common Job Titles	Job Description	Entry Level Wage	Experienced Wage	Minimum Education Required
<b>Health and Safety Engineers, Except Mining Safety Engineers and Inspectors</b>	Chief Security and Safety Officer (CSO); Corporate Health, Safety, and Occupational Toxicology Director; Corporate Health, Safety, and Security Manager	Promote worksite or product safety by applying knowledge of industrial processes, mechanics, chemistry, psychology, and industrial health and safety laws. Includes industrial product safety engineers.	\$35,813	\$66,672	Bachelor's degree
<b>Materials Engineers</b>	Materials and Processes Manager, Materials Branch Chief, Materials Development Engineer	Evaluate materials and develop machinery and processes to manufacture materials for use in products that must meet specialized design and performance specifications. Develop new uses for known materials.	\$61,915	\$97,582	Bachelor's degree
<b>Medical and Health Services Managers</b>	Clinical Director, Director of Nursing, Health and Social Service Manager, Medical Records Manager	Plan, direct, or coordinate medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.	\$44,918	\$90,426	Bachelor's degree

Key Hiring Employers	Key Hiring Industries
<ul style="list-style-type: none"> <li>▪ Trilogy Health Services</li> <li>▪ HR Allies, LLC</li> <li>▪ First Financial Bancorp</li> <li>▪ First Financial Bank</li> <li>▪ H&amp;R Block</li> <li>▪ MPW Industrial Services</li> <li>▪ AWS/Benchmark Human Services</li> <li>▪ Liberty Tax Service</li> <li>▪ Viox Services</li> <li>▪ Environmental Laboratories Inc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ All Other Professional, Scientific, and Technical Services</li> <li>▪ Other Management Consulting Services</li> <li>▪ Administrative Management and General Management Consulting Services</li> <li>▪ Tax Preparation Services</li> <li>▪ Offices of Certified Public Accountants</li> <li>▪ Veterinary Services</li> <li>▪ Other Accounting Services</li> <li>▪ Custom Computer Programming Services</li> <li>▪ Testing Laboratories</li> <li>▪ Environmental Consulting Services</li> </ul>

<i>Top Skills in Demand</i>	<i>Top Certifications in Demand</i>
<ul style="list-style-type: none"> <li>▪ User Experience Design</li> <li>▪ Bilingual</li> <li>▪ Tax Preparation</li> <li>▪ Production Control</li> <li>▪ Payroll Software</li> <li>▪ Multi-State Payroll</li> <li>▪ Public Accounting</li> <li>▪ Machine Maintenance</li> <li>▪ Quality Control</li> <li>▪ Accounts Payable</li> </ul>	<ul style="list-style-type: none"> <li>▪ Certified Registered Nurse</li> <li>▪ Certified Public Accountant</li> <li>▪ Licensed Practical Nurse</li> <li>▪ Occupational Therapist Registered</li> <li>▪ Physical Therapist Certification</li> <li>▪ Occupational Safety &amp; Health Administration Certification</li> <li>▪ Certified Payroll Professional</li> <li>▪ CSA 2010</li> <li>▪ Driver's License</li> <li>▪ CompTIA A+</li> </ul>

## Supply and Demand



### Sources

1. **Job Postings, Top Employers, Industries, Skills and Certifications in Demand:** The Conference Board: Help Wanted OnLine. The Help-Wanted Online (HWOL)® Data Series is a job market vacancy listing that provides data collected from online job board sources throughout the U.S., including Indiana Career Connect. IndianaCareerConnect.com is the state of Indiana's free service to benefit individuals and employers.
2. **Wages:** Occupational Employment Statistics, Indiana Department of Workforce Development
3. **Education:** U.S. Bureau of Labor Statistics
4. **Job Titles and Descriptions:** O\*NET Online



## HOOSIERS BY THE NUMBERS

Your source for workforce data from the Indiana Department of Workforce Development

The Indiana Department of Workforce Development serves the worker and the employer to ensure workplace success. DWD is committed to innovating and invigorating Indiana's economic future. Primary services include Work One career centers, unemployment insurance, labor market information, regional workforce strategies, and professional training.

For more regional labor market information, please contact your Regional Market Analyst:

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